



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON WIESBADEN
UNIT 29623
APO AE 09005-9623

16 MAY 2016

IMWB-ZA

MEMORANDUM FOR Military Units assigned within the United States Army Garrison (USAG) Wiesbaden

SUBJECT: USAG Wiesbaden Command Policy Letter #34, Family, Morale, Welfare and Recreation (FMWR) Standard Room Fees

1. References:

a. Installation Management Command (IMCOM) Business Operating Standards, Chapter 4, table (g), dated 7 Jan 15, DoDI 1015.15, paragraph 6.2.4.1.

b. Army Regulation (AR) 215-1, dated 24 Sep 10, paragraph 5-14i and 12-8.

c. HQ IMCOM-Europe Operations Order 033-15, dated 25 Sep 15, Family and Morale, Welfare and Recreation (FMWR) Business Operations (BO) Application of Room Fees.

2. This letter sets local policy for USAG Wiesbaden regarding standard facility room fees and the identification of Family and MWR meeting rooms that can be offered, at no charge, to Military units assigned to the Garrison for official functions or training events. Policy defines official functions or training events as Military training, change of command ceremonies, official command retirements/promotion ceremonies, unit awards ceremonies, culture awareness program (EO/EEO) and other events specifically determined by the Garrison Commander as an official function.

3. Family and MWR facilities refers to USAG Wiesbaden non-contracted facility conference rooms at the Rheinblick Golf Course and Wiesbaden Entertainment Center. The Community Activity Center and UR Place Bar & Grill are concession/contracted operations and therefore are exempt from this policy.

4. Requests for meeting room usage must be submitted at least seven days in advance and are subject to availability. Meeting rooms will be available during business operating hours only and will not interfere with regularly scheduled programs. All facility bookings will be recorded on a catering event agreement or contract signed by the responsible unit organization and facility manager. AR 215-1, paragraph 17, prohibits bringing in food or beverage into Family and MWR facilities for consumption. Events that require catering of food, table cloths, linen or any other special arrangements (i.e. conference style package) are not covered by this policy. Requestors who desire to cancel must do so two (2) working days prior to the event. If cancellation is within two (2) working days, the standard room rental fee will be assessed.

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5. No incremental nonappropriated funds for supplies or staffing may be expended in support of unit organization official functions or training events. The unit organization is responsible for setup and teardown to include removing trash, vacuuming, mopping and sweeping the floors as required. The facility manager must secure a security deposit equal to the standard room rental fee using a Government Credit Card (GOVCC) to cover damages and/or pay the salary of the staff responsible for cleaning and restoring the room to its original condition. This fee will be reimbursed to the unit organization via the Government Credit Card (GOVCC) if the room is satisfactorily returned to its original condition according the signed agreement.

6. USAG Wiesbaden Family and MWR facilities that can accommodate official functions and training events include:

USAG Wiesbaden Community					
Location	Space	Deposit	Hours	Point of Contact	Telephone
Rheinblick Golf Course	Large Conference Room	\$75.00	Mon-Sun 0800-1700	Edward Galvan	548-5485
	Small Conference Room	\$35.00			
Wiesbaden Entertainment Center	Conference Room 1	\$100.00	Mon-Sun 0800-2300	William (Bill) Montgomery	548-9404
	Conference Room 2	\$100.00			
	Conference Room 3	\$150.00			
	Conference Room 1,2 & 3	\$250.00			

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7. There are several additional rooms in the USAG Wiesbaden Garrison that are available for use at no cost by Military units for official functions or training events. A listing of meeting spaces, room capabilities and points of contact are listed in the attachments.

8. Point of contact for this policy is Mark S. Smith, Chief, Business Operations Division, Building 7780, USAG Wiesbaden, at DSN 548-9400, Civilian 0611-143-548-9400 or email, mark.s.smith10.naf@mail.mil.



TODD J. FISH
COL, LG
Commanding

7 Encls

1. Business Operating Standards
2. DoDI 1015.15, para 6.2.4.1
3. AR 215-1, para 5-14i and 12-8
4. HQ IMCOM-Europe Operations Order 033-15
5. Facility Reservation Contract
6. Official Function/Military Training Guide
7. USAG Wiesbaden Garrison Meeting Rooms